



# The Newsletter of the Texas Board of Orthotics & Prosthetics

Spring 2001 Edition

## CONTINUING EDUCATION Q & A

### WHAT IS THE PURPOSE OF CONTINUING EDUCATION (CE)?

CE is required to maintain and improve the quality of services that are provided to the public by licensees and registrants. CE programs are designed to promote and enrich knowledge, improve skills, and develop attitudes for the enhancement of the orthotic and prosthetic services provided to the public.

### WHEN DOES MY CE PERIOD BEGIN?

The first CE period begins after the licensee has renewed his license for the first time. CE is not required during the initial license period. After that, a licensee is required to attend CE activities as a condition of license renewal. The CE period is two years in length and coincides with the license renewal period.

### WHAT TYPE OF CE ACTIVITIES ARE ACCEPTED?

CE activities that are offered or approved by a state, regional, or national prosthetic and / or orthotic, or allied health organization, or offered by a regional accredited college or university.

Academic courses, clinical courses, in-service educational programs, training programs, institutes, distance learning activities, seminars, workshops, conferences, self study modules (if a post-test is required and the number of hours completed do not exceed 25% of the credits required), audiovisual teleconferences, interactive computer learning activities (provided a post-test is completed and passed), instructing or presenting in the above courses (multiple presentations in the same program may count only once), and writing a book or article pertaining to the practice of prosthetics and / or orthotics (4 credits for an article, and 8 credits for a book will be granted for a publication in the CE period).

Of the total hours required, at least 75% must be live, instructor-directed activities. Twenty five percent or less may be self-directed study. Eighty percent of the total hours required must be directly related to prosthetic/orthotic subjects, and 20% or less may be related to other topics.

### HOW MANY CE CREDITS ARE REQUIRED?

Prosthetist or orthotist license	24
Prosthetist and orthotist license	40
Prosthetist or orthotist assistant	12
Prosthetist and orthotist assistant	20
Prosthetist or orthotist technician	6
Prosthetist and orthotist technician	10

### WHO IS RESPONSIBLE FOR OBTAINING AND MAINTAINING CE?

The licensee is responsible for obtaining CE credit that meets the requirements. Licensees are also responsible for maintaining proof of completion of their own CE credits.

### WHEN DO I REPORT CE CREDITS?

At the time of license renewal, licensees will file a CE report form that is provided by the Board. A licensee may be selected, randomly, for CE audit. If selected for audit the licensee is responsible for submitting documentation that verifies attendance, participation, and completion of the CE credits that they reported. If selected for audit a licensee must return proof of completion of CE with the renewal form. Failure to furnish the required information, or knowingly falsifying information during the renewal or audit process will result in disciplinary action against the licensee.

For more information see Board rule §821.35.

## DO YOU HAVE AN ADDRESS CHANGE?



If you have recently moved, please notify the Board office. The address change must be made in writing, by mail, fax (512-834-4518), or e-mail (op@tdh.state.tx.us). We will no longer accept these changes over the phone. Once your address change is received a confirmation will be sent to you.

Remember that all of your license information, renewal information, and Board information is periodically sent to you. If we do not have your correct address you will not receive this important information.

## ARE YOU CONCERNED ABOUT THE LENGTHY RENEWAL PROCESSING TIME?



The key to receiving a renewal before your license expires is to renew as soon as possible after receiving your renewal notice from the Board. Renewal reminders are mailed approximately sixty days prior to the expiration date printed on your certificate. Because renewal applications require **four to five weeks to process.** allow this additional time before your expiration date to submit your carefully completed renewal application along with your renewal fee, and required documentation.

Here are a few more hints to speed your renewal along the process:

- Send all items together with your renewal notice.
- Include check or money order payable to the Texas Board of Orthotics and Prosthetics.
- DO NOT SEND CASH!**
- Include the payment coupon with your fee and renewal form.
- Complete and sign the renewal application form.
- If applicable, have your Texas licensed supervisor sign.
- Be sure to answer the "conviction" question.
- Complete the Continuing Education Form.
- Update any change of address information on the renewal form so that your license is sent to the appropriate place.

## CHECK US OUT ON THE WEB:



<http://www.tdh.state.tx.us/hcqs/plc/op.htm>





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Board appointments are made by the Governor's Office. For more information on the  
appointment process, visit the Governor's website at:  
<http://www.governor.state.tx.us/appointments/index.html>

## FACILITY ACCREDITATION Q & A

### WHAT IS THE PURPOSE OF FACILITY ACCREDITATION?

The purpose of accreditation is to identify for perspective patients, referral sources, and third-party payers, which prosthetic and / or orthotic facilities meet the Board's requirements.

### WHAT ARE THE INSTRUCTIONS FOR FACILITY ACCREDITATION APPLICATION?

Read the instructions along with the laws and rules governing orthotic and/or prosthetic facilities **before** completing the application.

Print or type legibly. Do not use pencil.

Answer every question, fill every blank. If the question is not applicable to your facility, mark the space "N/A".

Make sure all forms must have original signatures.

Send completed application with the appropriate fee. Fees may be paid by personal check, money order, or cashiers check made payable to the Texas Board of Orthotics and Prosthetics. Do not send cash.

If there is a deficiency the Board office will notify the applicant.

Once all required documentation and fees are received, the Board office will notify the applicant in writing. The letter can be used temporarily for three months from the date of the letter as permission from the Board to continue practicing while the application is being processed.

When the application is complete it will be submitted to the Board for approval.

After the Board approves the facility, a facility accreditation certificate will be sent to the applicant.

### HOW LONG DOES A FACILITY HAVE TO COMPLY WITH ACCREDITATION REQUIREMENTS?

A facility must apply and pay the applicable accreditation fees within 60 days of the first patient treatment date.

### WHAT FACILITIES ARE EXEMPT FROM ACCREDITATION REQUIREMENTS?

The ONLY that are exempt from accreditation requirements are:

Hospitals, Convalescent and nursing homes, or related institutions, Ambulatory surgical centers, Birthing centers, Abortion centers, Continuing care facilities, Personal care facilities, Special care facilities, Maternity homes, End stage renal disease facilities, and Intermediate care facilities for the mentally retarded.

Persons who work in these facilities **are not exempt** from licensing requirements by virtue of their place of employment.

### IS A LICENSEE REQUIRED TO WORK IN AN ACCREDITED FACILITY?

Yes, a licensee is required to practice in an accredited facility, or a facility that falls under exemption from accreditation.

If you are employed by a non-accredited facility you may be practicing in violation of Board rule §821.29. Please advise your employers that they may also in violation of Board rules.

Facility Accreditation Packets are available from the Board office (512-834-4520).

### IS A FACILITY THAT ONLY FABRICATES ORTHOSES AND PROSTHESES REQUIRED TO OBTAIN FACILITY ACCREDITATION?

If no patients are seen or measured and no fitting is performed, accreditation is not required.

Only patient care facilities are required to be accredited.

### HOW CAN A FACILITY ACCREDITED IN ORTHOTICS ADD PROSTHETICS TO ITS ACCREDITATION?

The facility will need to submit a new application changing their facility type to prosthetic / orthotic and pay the difference in fees (\$150.00). The new application will need to include the name, license number, and signature of the prosthetist or prosthetist / orthotist in charge.

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For comments concerning the content of the **T.B.O.P. Bulletin**, suggestions for articles for future issues, or for information, write the Texas Board of Orthotics and Prosthetics, 1100 West 49<sup>th</sup> Street, Austin, Texas 78756-3183. Phone: (512) 834-4520. Fax: (512) 834-4518. E-mail: op@tdh.state.tx.us

